



Foreign Affairs Manual

3 FAM – Personnel

Change Transmittal: PER-610

Date: June 9, 2009

3 FAM 2350 PERSONAL RECORDS

3 FAM 4170 OFFICIAL CLEARANCE OF SPEAKING, WRITING AND TEACHING

3 FAM 8200 APPENDIX A

Changes

1. The acronym A/ISS has been changed to A/GIS in these subchapters.
2. **Change Transmittal** has replaced the term, Transmittal Letter. Change transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's transmittal acronym and numerical series remains in place.
3. Changes appear in *italic* and *dark magenta*. Italic and dark magenta provide an historical record of changes. New or substantially revised subchapters will not appear in italic and dark magenta.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapters 3 FAM 2350 (CT:PER-593; 03-02-2007; 10 pages), 3 FAM 4170 (CT:PER-593; 03-02-2007; 12 pages), and 3 FAM 8200 Appendix A (CT:PER-593; 03-02-2007; 44 pages) and replace them with the new subchapters.
2. After inserting the material in the binder, insert this change transmittal immediately following the CT (formerly TL) checklist, then fill in the entry line for CT:PER-610, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal.

(HR/ER/EP)